

HOUSING APPLICATION FEE INSTRUCTIONS

- 1. Begin by proceeding to **www.jsums.edu**.
- 2. Click the **P.A.W.S.** link at the top of the screen.



3. Click the Enter Secure Area (JSU PAWS) link.





4. Enter User ID (JNUMBER) and Pin and click Login.

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Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.	
Please Note: ID is Case Sensitive	
To protect your privacy, please Exit and close your browser when you are finished.	
User ID: PIN:	
Login	
**** If you do not have your pin number, enter your User ID or SSN then click: Do not know my PIN	
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5. Click on the **Student** tab.





6. Click on the **Housing** link.



7. Click the **Pay Housing Application Fee** link.





8. Click the Go to the payment system for Credit Card payment link.

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- 9. Click on Make a Payment.

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10. Click on Make a Payment.

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Current balance includes activity since your last statement, including recent payments and new charges.	
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- 11. For the payment amount, enter **75**.
- 12. In the Memo section, enter "Housing Application Fee".

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Account Payme	nt		
Amount	Payment Method	Confirmation	Receipt
Select Payment			
Current account ba	alance:	\$0.00	\$ 75
Payment Date:	6/2/14		
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- 13. Select Credit or Debit Card from the drop down bar under Payment Method.
- 14. Press the **Select** button after you select Credit or Debit Card.

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15. Enter your Card Number.

16. Select Continue.

Account Payment Amount Payment Method	Confirmation	Receipt
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- 17. Complete all necessary Account Information including Name on Card, Card Expiration Date, and Card Verification Value.
- 18. Click **Continue**.

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- 19. After clicking "Continue", follow the instructions on the page.
- 20. Please save or print confirmation number or receipt for your records.